

Job Posting

Date: June 20, 2016

Department: 48th Circuit Court, Allegan County

Position: Law Clerk/Bailiff, full-time w/benefits

Report to: Assigned Circuit Court Judge

Current starting wage: \$25.14 per hour, with standard benefits

Start Date: Position is open, Start as soon as possible

Responsibilities Summary: Conduct legal research relative to court proceedings. Serve as bailiff in the courtroom during jury trials. Maintain law library.

Education: Graduation from an accredited law school, minimum of a 3.25 GPA. *Must include transcripts with application, or will not be considered.*

APPLICATION/RESUME DEADLINE:

Position open until filled

Application available at:

<http://cms.allegancounty.org/sites/Office/HR/SitePages/Home.aspx>

Allegan County 48th Circuit Court
Michael J. Day, Court Administrator
113 Chestnut Street
Allegan, MI 49010

**Allegan County
48th Circuit Court
Criminal/Civil Division**

Job Title: Law Clerk

Reports to: Assigned Circuit Court Judge

Summary

Conduct legal research relative to court proceedings. Serve as bailiff in the courtroom during jury trials. Maintain law library.

Principal Duties & Responsibilities

1. Conduct legal research for the court including review of pleading and other pertinent information regarding pending motions and prepare analysis of law. Write memoranda of law after thoroughly reviewing all pleadings and briefs and independently researching the legal issues.
2. During jury trials, serve as bailiff. Provide orientation to assembled jurors. Escort jurors to courtroom, keeping separated from all parties, witnesses and attorneys. Observation and control of impaneled juries.
3. Assist Circuit Court Administrator with maintenance of the Law Library. Shelve all books and print materials. Assist public with use of library.

Other Duties of the Job:

Provide backup assistance as needed at Circuit Court public window.

Assist volunteers in the Legal Assistance Center by answering questions posed by patrons.

Assist the District and/or Probate judges with legal research.

The above statements are intended to describe the general nature and level of work being performed by a person in this position. They are not to be construed as an exhaustive list of all duties that may be performed by a person in this position.

Qualifications

Education: Graduation from an accredited law school.

The duties, responsibilities and qualifications above are guidelines for selection purposes; alternative qualifications may be substituted if sufficient to perform the duties of the job.